Once the Remote Access Service (RAS) is configured on your laptop, you can connect to the NMCI network while working away from your assigned site.

Step 1: Set up your RAS account with the NMCI Help Desk.
Call the NMCI Help Desk (1-866-THE-NMCI) to establish your RAS account.

Step 2: Connect your laptop to an analog telephone line.
Connect one end of the telephone cable to the modem connector on the side of your laptop. Connect the other end of the cable to an analog telephone wall jack, as illustrated here.

Step 3: Log into your laptop.

1. Turn on your laptop. When prompted, simultaneously press the **Ctl + Alt + Delete** keys on your keyboard. The U.S. Department of Defense Warning Statement window appears.

2. Click the **OK** button. The Logon Information window appears.

3. Type your user name in the User Name field.

4. Type your password in the Password field.

5. Verify that your assigned domain is selected in the **Log on to:** field.

6. Click the **OK** button. (If a Loss of Profile message appears, click the **OK** button to close the message box.)

Step 4: Locate an access number.

1. Double click the **PaL** icon on your desktop (shown to the right). The PaL Splash window displays, and the main PaL window opens.

2. Click the **Phone Book** button. Either the Number Search window or the Name Search window displays.

3. If the Name Search window displays, click the **Number Search** button, and the Number Search window displays. If the Number Search window (shown below) displays, proceed to the next step.

4. Click the **Area Code** field and type the area code of the number from which you are dialing.

5. Click the first **Phone Number** field and type the first 3 digits of the telephone number from which you are dialing.

6. Click the **Search** button. A list of local/toll free access numbers displays.

7. Click a number to select it.

8. Click the **OK** button. The Prefix/Suffix window appears.
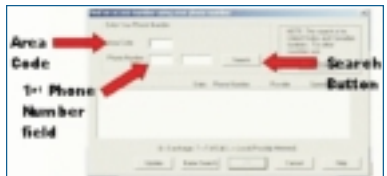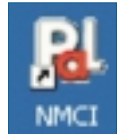
Step 5: Enter prefix information.
Does the location from which you are calling require you to dial 9, 99 or any other prefix to access an outside line? If no, click the **OK** button to close the Prefix/Suffix window and proceed to the next section.

1. If yes, click the **Dialing Prefix** field.

2. Type the prefix you must dial for an outside line.

3. Click the **OK** button. The Prefix/Suffix window closes.

Optional: Save the access number.

1. Click the **Save As Fav** button. The Save Call Setup window displays.

2. Click the **Enter a name for this setup:** field.

3. Type a name that will help you identify the local access number you just selected.

4. Click the **OK** button. The Save Call Setup window closes.

Step 6: Use PaL to connect to the network.

Verify that the desired number displays in the **Phone Number** field.

1. Click the **Host Password** field.
2. Type your RAS password (initially provided by the Help Desk).
3. Click the **Connect** button, and allow a few minutes for the connection to complete.
4. Upon connection, a set of computer icons appears in the lower-right corner of your desktop area near the time display.

Step 7: Log into the Secure VPN Client – Using Alcatel

Note: There are currently two versions of the VPN client available to users. If you are using Alcatel (symbolized by a red inverted triangle in the lower right hand corner of your desktop [near the time display]) complete the steps outlined immediately below. For those utilizing NetScreen Remote, proceed to Step 8.

1. Locate the red inverted triangle in the lower right hand corner of your desktop (near the time display).
2. Right click the red inverted triangle. A pop up menu displays.
3. Select **Login Certificate** from the menu. The Secure VPN Client Login window displays.
4. Click the Password field and type your PKI (Public Key Infrastructure) password.
5. Click the **OK** button. Two status messages will then display.
6. The red inverted triangle turns green with a black box and padlock around it and a second set of computer icons is displayed.

Note: It is important that you do not try to access any network applications (i.e., Microsoft Outlook) folders or drives until the second set of computer icons appears near the time display.

7. Once the second set of computer icons appears you can perform the same tasks you perform when you use your site's Local Area Network (LAN) connection.

Step 8: Log into the Secure VPN Client – Using NetScreen Remote

Before you attempt to create a secure connection via NetScreen Remote, place a copy of your PKI Identity certificate on the hard drive of your workstation, import it into the Certificate Store of your workstation and load it into the NetScreen Remote application. The following steps outline these processes.

Importing Certificate into Certificate Store

Note: The following steps only need to be completed once.

1. Open Windows Explorer and locate your PKI certificate on the hard drive of your workstation.
2. Double click on your PKI certificate. This will launch the Certificate Import Wizard. On the Welcome screen, click **Next**.
3. Within the Certificate Import Wizard Password Screen, enter in your PKI password that you created when you downloaded your certificate.
4. Ensure that the boxes next to "Enable strong private key protection" and "Mark the private key as exportable" are checked and click **Next**.
5. The Certificate Import Wizard – Certificate Store dialog box appears. Ensure the radio button next to "Automatically select the certificate store based on the type of certificate" is selected and click **Next**.
6. The "Completing Certificate Import Wizard" screen appears. Click **Finish**.
7. The "Importing a new private exchange key" screen appears. Click on the "Set Security Level" button.

8. On the next screen that appears, click the radio button next to "High" and click **Next**.
9. On the next screen that appears, type in a short description of what you use your PKI certificate for (ex. RAS PKI Cert). Within the "Password" and "Confirm" field, type in the password for your PKI certificate and then click **Next**.
10. The "Importing a new private exchange key" screen appears. Click **OK**. You will receive a dialog box that states the import was successful, click **OK**.

Loading your Certificate into NetScreen Remote

Note: The following steps only need to be completed once on your workstation.

1. Locate the blue box with a red "X" in the lower right hand corner of your desktop (near the time display).
2. Right click the the red X and then choose "Activate Security Policy". A blue "N" will appear.
3. Double click the blue "N". The "Security Policy Editor" screen will appear. Within the window, click on the "+" for the location (Example - "Dial Up Norfolk").
4. Click on "My Identity".
5. Under the heading "Select Certificate", click the drop down arrow and select your PKI identity certificate. To ensure you have selected your PKI identity certificate, click on **View** which will display the certificate type. Once you have selected your PKI identity certificate, click on the floppy disk icon to save this function. Close this box if it does not close automatically. Your certificate has now been loaded into the NetScreen Remote application.
6. Right click the blue "N" in the lower right hand corner of your desktop.
7. Click Deactivate Security Policy.

Creating a Secure VPN Connection

1. Locate the blue box with a red "X" in the lower right hand corner of your desktop (near the time display).
2. Right click the red "X" and select **Activate Security Policy**. A blue "N" will appear.
3. Right click the blue "N" and select "Connect". Close the connection closest to your location. (For example, users on the east coast of the United States should choose Norfolk).
4. A dialogue box will appear prompting you for your PKI password. Type in your PKI password. The system may require you to enter in your PKI password a few times to verify your identity. NetScreen will then complete the connection.
5. Once the connection is complete, a gold key will display under the Blue "N".

Note: It is important that you do not try to access any network applications (i.e., Microsoft Outlook) folders or drives until the second set of computer icons appears near the time display.

6. Once the second set of computer icons appears you can perform the same tasks you perform when you use your site's Local Area Network (LAN) connection.

Disconnecting your RAS Connection

1. Close all windows (i.e., Outlook, Internet browser windows, etc.) that are using a RAS connection.
2. Locate the **Network Call Status** button on the taskbar (as seen below).
3. Click the **Network Call Status** button. The Network Call Status window displays.
4. Click the **Disconnect** button.
5. Click the **Cancel** button to close the Network Call Status window.
6. Next you must log out of the Secure VPN Client.

To log out of the Secure VPN client if you are using Alcatel

1. Right click the green inverted triangle icon in the taskbar. The Secure VPN client menu displays.
2. Select **Log Off Certificate.** You are logged out of the Secure VPN client. The inverted triangle icon turns red.

To log out of the Secure VPN client if you are using NetScreen Remote

1. Right click on the blue "N" icon in the taskbar. A pop up menu displays.
2. Click **Disconnect**.
3. Right click on the blue "N" icon in the taskbar.
4. Click Deactivate Security Policy. You are logged out of the Secure VPN client. The gold key should disappear.

Note: If the Security Policy is not deactivated before you reconnect to an NMCI LAN connection (i.e., in the office), the NMCI network connection will not function.